

SHIATSU SOCIETY (UK)

GUIDELINES FOR TEACHER REGISTRATION

It is important that the following guidelines are flexible enough to cater to the needs of practitioners, whether they live in rural or urban areas, or whether they have easy access to teacher trainers or not.

As a Society we have to ensure that the guidelines have an element of reasonableness for everyone concerned. From the following guidelines a practitioner should be able to tailor a teacher training package to meet their own needs and situation.

Notes and definition of criteria

Full Teacher status will be accorded to anyone who fulfils the conditions in (2) below and will be indicated in the Practitioners Register by the symbol 'T'. The symbol 't' will be used to indicate teacher-in-training and will be accorded to anyone who fulfils the conditions in (1) below.

- The readiness of the practitioner to begin their teacher training process must be at the discretion of the Teacher Trainer.
- The Society trusts the Teacher Trainers to recommend trainees for full Teacher status (T) when the Trainers consider the trainees are ready and have fulfilled the recommendations of these guidelines.
- 't' denotes "teacher in training", not qualified teacher, therefore much teacher training is not necessary before embarking on the 't' programme.
- 'T' denotes "qualified" but not necessarily experienced
- The criteria for assessing 'T' portfolios will be clearly stated by the Society and will be sent to trainee teachers (t) when they register for trainee teacher status.

1. Trainee Teacher Registration (t)

A practitioner can express their interest in becoming a 't' by contacting the office (if necessary) and asking for a list of Teacher Trainers (TT's) in their area. A TT must have had a minimum of five years experience as a registered Shiatsu Teacher (T). The practitioner could contact a TT in their area to discuss their training needs. The TT could then agree to act as a TT to the practitioner.

(N.B. Any financial agreements with respect to the above relationship is purely between the two parties concerned. The Society does not have a role in monitoring or offering guidance in this.)

Trainee teacher status (t) denotes that practitioners have begun their teacher training process, i.e. they are teachers in training. This may be accorded to anyone who has fulfilled the following conditions.

- a) The applicant is a member of the Shiatsu Society
- b) The applicant must have MRSS status and must have been a Graduate member for 12 months.
- c) The applicant can show evidence that they have a plan in place to undertake some specific training in teaching and teaching techniques. This may take the form of a national qualification, an adult education training course, shiatsu school or Shiatsu Society training or any other course of training considered on merit.
- d) The applicant secures the agreement of two teachers to act as his/her Teacher Trainers. (N.B. In the case of someone with experience/qualifications as a teacher within a broadly related field, evidence of training/experience may be submitted and may, at the discretion of the assessors, be considered a substitute for the recommendation of one of the Teacher Trainers.)

- e) The applicant must have spent at least 48 hours assisting in Shiatsu classes (i.e. Shiatsu specific assisting. Teaching or assisting in another field is not acceptable. Drop in classes are acceptable).

2. Teacher Registration (T)

The exact course and duration of teacher training will vary according to the nature of the trainee. It is the task of the Teacher Trainer to establish the training programme and assess final readiness. The time indications given are a minimum only and do not represent recommendations for a teacher training programme.

Full Teacher status (T) may be accorded to anyone who fulfils the following conditions:

- a) The applicant is a member of the Shiatsu Society.
- b) The applicant has been a registered practitioner (MRSS) for a minimum of two years.
- c) The applicant has been registered as having a trainee teacher status (t) and all that is required by that.
- d) The applicant shows evidence that they have completed the training in teaching and teaching techniques specified in 1.c) above.
- e) The applicant must continue to assist and to teach the number of hours that have been agreed with their Teacher Trainer (it is recommended that this includes teaching at beginner/1st year, intermediate/2nd year and 3rd year/graduating levels) – both supervised and unsupervised.
- f) The applicant must have been observed teaching Shiatsu on at least 6 separate occasions by their Teacher Trainers. Both their Teacher Trainers must have been involved in this process.
- g) The applicant must have had at least 6 tutorials with their Teacher Trainers. This must be a minimum of two tutorials from each Teacher Trainer.
- h) The applicant must have observed both Teacher Trainers on at least 6 separate occasions. Each Teacher Trainer must have been observed at least twice.
- i) The applicant must present two letters of recommendation, one from each teacher trainer with whom they have been apprenticed. See below for guidelines. (see also note in 1.d) above).
- j) The applicant will submit a portfolio to the Teacher Training Assessors (see 4 below)

3. Guidelines for Teacher Training Programmes

The guidelines for teacher training programmes are as follows:

- a) The period of teacher training, excluding the specific training in teaching and teaching techniques, shall be variable according to the needs of the trainee and according to the professional judgement of the Teacher Trainer.
- b) The teacher training programme shall include the following elements: observation, supervised teaching, unsupervised teaching and tutorial time. Observation is defined as time spent in class passively observing the Teacher Trainer. Supervised teaching means teaching a group while observed by each Teacher Trainer. Unsupervised teaching means teaching a group without the Teacher Trainer's presence. Tutorial time means specified out-of-class meetings with each Teacher Trainer.
- c) At the end of the teacher training period each Teacher Trainer must write a personal letter of recommendation to the Teacher Training Assessors. It is important that this is a personal letter and relates, in detail, to the teacher in training they have been supporting.

Guidelines for Teacher Trainer's letter of recommendation

The letter should include:

- i) strengths of applicant.
- ii) areas they still need to work on, this could be as a result of tutorials.
- iii) more detail of the supervised /observed teaching e.g. specific examples of teaching.
- iv) an indication of how the applicant has developed since they have started their journey to become a registered Teacher.

- v) the wording “I confirm that the applicant has;
- * observed my teaching onoccasions
 - * been observed by me while s/he teaches a group on occasions
 - * successfully taught a group without my direct supervision on occasions
 - * had tutorial meetings with me.

Having acted as the applicant’s Teacher Trainer for the period of to I am satisfied that s/he is now ready for full Teacher status and I recommend her/him to the Assessors.

4. Guidelines for the Teacher Training Portfolio

While on the teacher training programme, the applicant needs to compile a portfolio of evidence which includes:

- a) Application form
- b) One letter of recommendation from each of the Teacher Trainers, i.e. two letters (unless 1.d) applies).
- c) A CV/synopsis of relevant training, teaching experience and Shiatsu practice (clinical experience to support their teaching).
- d) A letter to the assessors explaining why the applicant wants to become a registered Teacher, the areas where they think they are strong and those where they still need to work. This should include self reflection on the teaching practice.
- e) Evidence to show the assessors their teaching experience and skills, including their own lesson plans, feedback sheets from their own students, samples of their own handouts/notes and notes on their teaching observations and tutorials.
- f) Evidence of self reflection on what they have learned from their teaching, e.g. what worked? What didn’t work? What would they do differently next time?
- g) Administration fee
- h) A stamped addressed envelope large enough for the return of one copy of the portfolio.
- i) All applicants must provide the Society with three copies of their portfolio.

Applicants from abroad will have to satisfy the Society that they have trained to an equivalent level.

5. Process of Assessment of ‘T’ Portfolios

The office will send the applicant confirmation of receipt of the ‘T’ portfolio within a week of receiving it. The process of assessment of the portfolio is as follows:

There are three MRSS (T) practitioners involved in processing ‘T’ applications. There will be two yearly cut off dates for applying for T and sending in the portfolio. The portfolio will be read and discussed by all three assessors and the assessor co-ordinator will then write to the applicant with the outcome.